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Bulletin

Title: E-Gov Travel System (ETS2) Transition

Number: 14-301

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Originating Office: Travel Policy & Systems Branch
Financial Management and Agreements Division, AFM/ARS

Distribution: All REE Employees

> This bulletin provides information for the transition on February 3, 2014, from the GovTrip travel system to Concur for planning, ticketing, authorizing, and paying reimbursable expenses for temporary duty travel.

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1. Purpose

This bulletin provides information for the transition from the GovTrip travel system to the new ETS2 travel system (Concur Government Edition) for planning, ticketing, authorizing and paying reimbursable expenses for temporary duty travel. The use of ETS2 is mandated by the Federal Travel Regulation (FTR), Section 301-50.3. Beginning February 3, 2014, all new authorizations and their related vouchers must be created and paid through the Concur Government Edition (CGE) System.

2. Background

The Department of Agriculture (USDA) is implementing CGE, the General Service Administration selected ETS2 software. CGE is a cloud-based travel management tool that improves usability and optimizes online travel planning - travelers will be able to navigate easier and optimize travel planning to make informed cost decisions. CGE is an obligating system. Authorizations, with the exception of limited open authorizations, will obligate funds when the authorization is approved. CGE combines various USDA and National Finance Center (NFC) systems and processes and provides the capability for:

- Online common carrier ticketing, hotel reservations, and car rental services;
- Preparing travel authorizations that automatically incorporate the costs for ticketing, lodging, and car rental reservations;
- Providing a detailed itinerary and cost estimate that also calculates estimated authorized per diem in accordance with the FTRs;
- Electronic approval routing and online signature stamping;
- Ticket fulfillment services upon approval of the authorization;
- Electronic preparation, routing, approval, and payment of official travel claims;
- E-receipts - complete electronic versions of the paper folio receipts automatically captured along with itinerary data entered at the time of booking and travel card charges incurred;
- Paying the travel card vendor directly for certain expenses on the traveler's card;
- Interfacing payment and accounting data with the agency accounting and obligation system; and
- Reporting and data exchange for reports required under the FTR.

3. Transition Policy and Procedures

Access to GovTrip to create new authorizations will cease Friday, January 24, 2014 (11:59PM ET) and access to voucher existing authorizations will cease on Friday, January 31, 2014 (11:59PM ET). Any authorizations or vouchers not created and approved by these dates must have a new authorization entered and approved in CGE in order to voucher the travel. To avoid problems the following instructions apply.

3.1 Arranging and Vouchering Temporary Duty Travel during the Transition

3.1.1 SCHEDULED TEMPORARY DUTY TRAVEL

3.1.1.1 Travel with an End Date Prior to January 30, 2014
- Enter the authorization in GovTrip.
- Ensure voucher is created and approved prior to January 31, 2014.

3.1.1.2 Travel with an End Date Between January 31, 2014 and February 15, 2014
- Enter an authorization in GovTrip for airfare, TMC Fee, and TAV Fee only.
- Change ticketing date on Digital Signature Page to the current date for immediate ticketing.
- Ensure authorization is approved prior to January 24, 2014.
- Ensure voucher for airfare and fees only is created and approved prior to Janaury 31, 2014.
- On or after February 3, 2014, create a new authorization in CGE for the balance of expenses (Per Diem, baggage, taxis, etc) and voucher against the CGE authorization. Do NOT voucher airfare and/or TMC Fee.

3.1.1.3 Travel with a Start Date Between January 31, 2014 and February 15, 2014
- Enter an authorization in GovTrip for airfare, TMC Fee, and TAV Fee only.
- Change ticketing date on Digital Signature Page to the current date for immediate ticketing.
- Ensure authorization is approved prior to January 24, 2014.
- Ensure voucher for airfare and fees only is created and approved prior to January 31, 2014.
- On or after February 3, 2014 create a new authorization in CGE for the balance of expenses (Per Diem, baggage, taxis, etc) and voucher against the CGE authorization. Do NOT voucher airfare and/or TMC Fee.

3.1.2 EMERGENCY TRAVEL DURING THE CUT-OVER WEEKEND

For any emergency travel during the weekend of February 1 and 2, 2014, travelers must contact Sato (Agricultural Research Service, Economic Research Service, and the National Institute of Food and Agriculture) or Rodgers (National Agricultural Statistics Service) directly to obtain tickets. Tickets will be issued upon confirmation of a USDA representative on call that weekend. Authorizations for emergency travel during the cut-over weekend of February 1 and 2, 2014, cannot be entered into GovTrip. On February 3, 2014, the authorization must be created in Concur and vouchered accordingly.

The emergency call number for the weekend of February 1 and 2, 2014, is 1-866-569-5334. Listen to the options and select the appropriate option for your Agency. Travelers should expect to be asked several questions on the need for this travel and may be contacted by the USDA emergency travel representative to confirm the emergency travel.

3.2 CGE Access

Initial use of CGE will be limited to existing GovTrip users. Additional access to CGE, including access for travelers not currently using GovTrip, will be initiated three to six months after the initial implementation period. CGE Users must receive the appropriate training and must complete an AD-1143, Corporate Systems Access Request Form, which specifies their level of access to CGE.

3.2.1 REQUIRED TRAINING

ALL users are required to register for and complete Concur for New Users training. Users must register in AgLearn for one session (2 hours). The training schedule and registration links are available in Exhibit 1. Additional sessions will be scheduled periodically as needed.

In addition to the Concur for New Users training, APPROVING OFFICIALS are required to register for and complete Concur for Approvers training. An Approving Official is any person in a document routing list (Approver, CBA Authorizer, Foreign Travel Approver, Ethics Approver, etc). Approvers must register in AgLearn for one session (1 ½ hours). The training schedule and registration links are available in Exhibit 1.

3.2.2 AD-1143

Employees must use the version of the AD-1143 modified for Concur (ETS 2) access. The form is available in eForms. Each Research, Education and Economics agency has designated a point of contact to collect completed AD-1143s. You may contact the points of contact listed in Exhibit 2, if you are unsure of where to deliver the completed form.

3.3 Split Disbursements

Split disbursement will continue to be required in CGE, compliant with Office of Management and Budget Circular A-123, Appendix B, Chapter 4. No waivers or exceptions apply.

3.4 Receipt Requirements

CGE is the system of record for all documents related to temporary duty travel that are entered in the software. Receipts for expenses greater than $35 each, common carrier (air, rail, taxi, shuttle, etc.) receipts, and lodging receipts must be attached electronically to the associated CGE document. Paper files are not required and all original receipts must be returned to the traveler after the voucher is filed. It is the traveler's responsibility to maintain all travel documents, including receipts, in the event of an audit (Office of Inspector General, Internal Revenue Service, etc.).

3.5 Local Travel and Relocation Authorizations

Local travel authorizations and relocation (both Permanent Change of Station and Temporary Change of Station) authorizations are not affected by this transition. Local travel will continue to

be paid according to P&P 344.0. Relocation will continue to be authorized and vouchered using the NFC TRVL system.

4. Authorities

41 CFR, Chapter 301-50
5 U.S.C. 5707
40 U.S.C. 121(c)

/s/ Sherri L. Carroll

SHERRI L. CARROLL
Deputy Director
Financial Management and Agreements Division

Exhibit 1

Concur for New Users Training Schedule		
01/13/2014	9:00am ET	**Register Now**
01/13/2014	1:00pm ET	**Register Now**
01/14/2014	10:00am ET	**Register Now**
01/14/2014	2:00pm ET	**Register Now**
01/15/2014	11:00am ET	**Register Now**
01/15/2014	3:00pm ET	**Register Now**
01/16/2014	12:00pm ET	**Register Now**
01/16/2014	4:00pm ET	**Register Now**
01/17/2014	10:00am ET	**Register Now**
01/17/2014	2:00pm ET	**Register Now**
01/27/2014	10:00am ET	**Register Now**
01/28/2014	10:00am ET	**Register Now**
01/29/2014	10:00 am ET	**Register Now**
01/30/2014	10:00am ET	**Register Now**
01/31/2014	10:00am ET	**Register Now**

Concur for Approvers Training Schedule		
01/21/2014	9:00am ET	**Register Now**
01/21/2014	1:00pm ET	**Register Now**
01/22/2014	10:00am ET	**Register Now**
01/22/2014	2:00pm ET	**Register Now**
01/23/2014	11:00am ET	**Register Now**
01/23/2014	3:00pm ET	**Register Now**
01/24/2014	12:00pm ET	**Register Now**
01/24/2014	4:00pm ET	**Register Now**
01/27/2014	2:00pm ET	**Register Now**
01/28/2014	2:00pm ET	**Register Now**
01/29/2014	2:00pm ET	**Register Now**
01/30/2014	2:00pm ET	**Register Now**
01/31/2014	2:00pm ET	**Register Now**

Exhibit 2

Research Education and Economics Mission Area

Federal Agency Travel Administrators

Research Education and Economics Mission Area:

Janelle McClintock 301-504-1311 janelle.mcclintock@ars.usda.gov

Agricultural Research Service:

National Capital Region Business Service Center:

Sherona Hopkins 301-504-1310 sherona.hopkins@ars.usda.gov

Laura Pope 301-504-4400 laura.pope@ars.usda.gov

Linda Geddie-Abney 301-504-1292 linda.geddie-abney@ars.usda.gov

Michele Williams 301-504-1309 michele.williams@ars.usda.gov

Shayla Vinston 301-504-0838 shayla.vinston@ars.usda.gov

Eastern Business Service Center:

Ashlea Lebo 301-504-6871 ashlea.lebo@ars.usda.gov

Joyce Hamilton 215-233-6689 joyce.hamilton@ars.usda.gov

Kit Mernick 309-681-6628 kit.mernick@ars.usda.gov

Valjean Farmer 706-546-3492 valjean.farmer@ars.usda.gov

Western Business Service Center:

Cack Norquist 662-686-5384 cack.norquist@ars.usda.gov

Brenda Whitwell 979-260-9495 brenda.whitwell@ars.usda.gov

Lisa Jackson-Beitia 510-559-6010 lisa.jacksonbeitia@ars.usda.gov

Carol Durflinger 970-492-7026 carol.durflinger@ars.usda.gov

Economics Research Service

LaShawn Williams	202-694-5105	lashawnw@ers.usda.gov
Dominique Harris	202-694-5016	dharris@ers.usda.gov
Kimberly Wood	202-694-5181	kwood@ers.usda.gov

National Agricultural Statistics Service

Diane Stonecypher	202-720-0199	diane.stonecypher@nass.usda.gov
Joan Cooper	407-691-3607	joan.cooper@nass.usda.gov
Bobbi Forst	502-582-5265	bobbi.forst@nass.usda.gov
Kim Lowery	614-728-2100	kimberly.lowery@nass.usda.gov
Shari Stall	515-284-4340	shari.stall@nass.usda.gov

National Institute of Food and Agriculture
Serviced by

National Capital Region Business Service Center:

Sherona Hopkins	301-504-1310	sherona.hopkins@ars.usda.gov
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